

**City of New York
Department of Information Technology and Telecommunications
Job Posting Notice
GRANT FUNDED**

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| Civil Service Title: Computer Systems Manager | Level: M1 |
| Title Code No: 10050 | Salary: \$53,051/\$57,210 - \$85,000 |
| Business Title: HRO Assistant Project Manager | Work Location: New York, NY |
| Division/Work Unit: Office of Housing Recovery Operations | Number of Positions: 1 |
| Job ID: 239611 | Hours/Shift: Due to the necessary technical management duties of this position in a 24/7 operation, candidate may be required to be on call and/or work various shifts such as weekends and/or nights/evenings. |
| Job Description | |
| *This is a long-term temporary grant funded position with an estimated duration of 2 years* | |
| <p>DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.</p> <p>The Assistant Project Manager will be assigned to the Mayor's Office of Housing Recovery Operations (HRO) information technology team as part of the NYC Build it Back program. The Build it Back program allows homeowners, landlords and tenants in the five boroughs to apply for recovery assistance. New York City, through HRO, is allocating Community Development Block Grant Disaster Recovery (CDBG-DR) funds to address urgent infrastructure, housing and business needs in areas hardest hit by Hurricane Sandy.</p> <p>Reporting directly to the Office of Housing and Recovery Operations, the Assistant Project Manager will work closely with the CIO, the Director of IT Administration and the Project Manager to ensure delivery of new features and enhancements for the Build it Back Case Management System (CMS) to program stakeholders. The Assistant Project Manager will have a key role on the IT team to assist in all aspects of the project, including project management, staff and contractor management, software delivery and daily operations. Responsibilities will include:</p> <ul style="list-style-type: none"> • Provide IT management including daily operations, delivery, and assurance that project is in scope and on schedule; • Analyze business processes, identifying application requirements, roles and data; • Act as the technical manager for the project including working with the senior programmer on the design, development, testing and deployment of the project; • Manage IT vendors and contractors; • Interact with various DoITT departments (Security, Analytics, etc.) to leverage standardized methodology to accomplish goals; • Track and maintain the project artifacts such as issue, risk, and decision logs; • Track and maintain the meeting minutes, process narratives, project schedule and steering committee inputs; • Track and maintain documentation recommended by DoITT's project management best practices for the life cycle of the project; • Manage special technology projects and initiatives as assigned. | |
| Minimum Qualification Requirements | |
| <p>1. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using information technology in computer applications programming, systems programming, computer systems development, data telecommunications, database administration, planning of data/information processing, user services, or area networks at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties;</p> <p>or</p> <p>2. A baccalaureate degree from an accredited college and four years of experience as described in "1" above;</p> <p>or</p> <p>3. A four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and six years of experience as described in "1" above;</p> <p>or</p> <p>4. A satisfactory combination of education and experience equivalent to "1", "2" or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and must possess at least three years of experience as described in "1" above, including the 18 months of administrative, managerial, executive or supervisory experience as described in "1" above. Qualification Requirements (continued)</p> <p>NOTE: The following types of experience are not acceptable: superficial use of preprogrammed software without complex programming, design, implementation or management of the product; use of word processing packages; use of a hand held calculator; primarily the entering or updating of data in a system; the operation of data processing hardware or consoles.</p> | |
| Preferred Skills | |
| <p>The preferred candidate should possess the following:</p> <ul style="list-style-type: none"> • Extensive experience in managing Microsoft technology projects including Dynamics CRM and SharePoint; • Solid knowledge of testing tools and techniques; • Experience managing Microsoft Azure hosted applications • Experience in Agile development methodology. PMP certification. Domain experience in community development, housing rehabilitation, disaster recovery, management of federal grant funds, or related areas. | |

To Apply

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #239611

For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #239611

-or-

If you do not have access to a computer, please mail resume indicating Job ID # to:

Department of Information Technology and Telecommunications (DoITT)

Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

APPOINTMENTS ARE SUBJECT TO OVERSIGHT

Posting Date: May 2, 2016

Post Until: Filled

The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.